

## The main points

This handout is a starting point for approaching the right person with a problem, filling in appropriate documentation or following the proper procedure.

**Mitigating circumstances:** when illness or other personal factors affect your performance as a student or prevent you from completing an assessment and you would like to ask for a later submission deadline.

**Changing course:** If you are unhappy with aspects of your course and wish to know the rules and procedures for changing to another course or university.

**Progression issues:** If you have questions about what happens when you fail coursework or modules or have queries about reassessment.

**Temporarily or permanently leaving a course:** You may wish for various reasons to take a year out from, withdraw from or defer a course.

**Student Academic Support**  
Find us on level 2 of the library.

Appointments available or drop by for quick questions

Mondays to Fridays, 10am to 4pm.

Find us on Facebook, Twitter, Tumblr and Blackboard.

<http://www.abertay.ac.uk/studying/support/academic>

## Want more?

More detailed information available from the Portal includes:

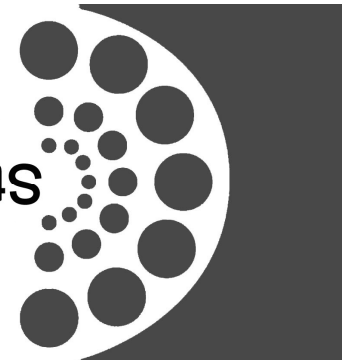
- Academic Regulations
- Academic Appeals Procedure
- Academic Deceit Policy and Procedure
- Student Complaints Procedure.

### At Abertay:

Visit Student Services on level 2 of the library, including:

- **English as a foreign language:**  
Amanda Shaw - a.shaw@abertay.ac.uk.
- **Advice for disabled students:**  
Claire Allan - c.allan@abertay.ac.uk.

The Student's Association also offers welfare and representation support to students. Their offices can be found on level 3 of the Student Centre.



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## Changing course or university.

**I am in first year and unhappy on my course and now realise it is not for me, I have seen another course that I would like to do, can I do that one instead?**

If you have enrolled on a course and wish to another course you can do so once under the SAAS "False Start" procedure. This mechanism allows you to do another course at Abertay as long as you do not progress to a second year of a course. Under false start you would maintain your funding for the undergraduate course you have moved onto. False Start cannot be used if you have failed first year and wish to repeat the year. If you decide to follow this route you would have to discuss this with your programme tutor and the programme tutor of the course you wish to move to. Students should contact SAAS to ensure that they would qualify for the 'False Start' arrangement. Any non-Scottish UK students in a similar position should contact the authority that funds their course.

**I have completed second year of a course and am disillusioned with the subject area, can I move to another course and start third on the new course?**

To move to another course would be more complicated after enrolling onto a second year of the first course since this move would not be covered by the "False Start" mechanism. There would be compatibility problems since to move to another course would require you to have done the first and second year modules if it is a course unlike the one you are presently on. Realistically you would have to start at first year on the new course which creates funding difficulties since you will have used up two years of SAAS funding and have only two years left.

**I have started the first year of a course at Abertay but my circumstances have changed and would like to start a similar course in Glasgow instead, can I do this without losing SAAS funding?**

Under the "False Start" rules you can start a course in one University and change to the same or a similar course at another university without losing a year's funding. You can only do this if you have not started second on the first year. You would have to apply in the normal fashion for the new course and discuss this move with your programme tutor.

## Mitigating circumstances.

**What exactly is mitigating circumstances?**

The University considers any factors outside the student's control that adversely affects the ability of the student to produce or complete an assessment as mitigating circumstances. These mitigating circumstances might involve personal illness, illness of a family member or family bereavement. Mitigating circumstances might also cover a number of domestic difficulties that prevents the student from meeting coursework submission deadlines or sitting exams.

**How do I go about applying for a week's extension?**

You would go online to the university website, go to the portal and find the OASIS link under the Key tools section. Go to the OASIS webpage and download mitigating circumstance form "CEX", you can find this in the top left hand corner under the important forms section on OASIS. Download and print off this form and follow the instructions on the form for completing it. You then sign this form and hand it into your school office.

**I will not be able to complete an assessment and a short-term extension will not be enough. Can I be assessed at another time in the academic year?**

If you need more than a simple coursework extension and wish to defer your assessment to the next available time you can download the mitigating circumstances form "MCP" from OASIS and fill it in. This form is found in the important forms section of the OASIS webpage. Once you have filled this in you would hand it into your school office.

**The mitigating circumstances forms state that I must have documentary evidence of the mitigating circumstances. Can I still apply if I do not have this?**

If you are unable to provide evidence to support your claim, arrange an appointment with your advisor of studies before filling in either mitigating circumstances form MCP or CEX. If you are unsure who that actually is you can ask at your school office.

**If I apply for mitigating circumstances for an exam and am successful, does sitting the exam at later date mean that this is my last chance to sit the exam?**

If you are permitted to be assessed at another occasion through mitigating circumstances this will be regarded as a first attempt even though you sit an exam in the reassessment period of the academic calendar.

## Making an academic appeal.

**I wish to appeal a decision made by the programme board about a grade I was given, how do I go about doing that?**

You have the right to lodge an appeal against a decision made by the Programme Assessment Board in certain circumstances. If you have a good reason which you think qualifies you to make a complaint you would formally lodge a complaint by writing to the Vice-Principal (Academic Development), University of Abertay Dundee, Bell Street, Dundee DD1 1HG. Your appeal should incorporate full details of the basis of your appeal and these details should include any documentary evidence that you want to be considered by the Academic Appeals Board.

**I am unsure how to put together an appeal to the programme board is there anyone who can help and advise me on this?**

You can approach the University of Abertay Dundee Students' Association and University Student Services who can provide neutral guidance and advice to students who wish to submit an appeal. Students should also discuss their appeal with the Student's Association. Students at partner institutions can seek out relevant staff within the partner institution and consult them about the nature of their attended appeal.

**I wish to submit an appeal about a programme board decision regarding my degree award classification but the appeal may not be dealt with before graduation. Can I still graduate during the appeals procedure?**

If you want to appeal against your award classification you can do one of two things:

(1) You can go ahead and graduate as planned, this will not affect the outcome of your appeal. In the decision is to uphold your appeal then a revised classification of award is made, after this you will be issued with a revised certificate.

(2) You can defer graduation during the appeal process until after a decision has been made about your appeal. You can then graduate at the next graduation ceremony as long as the result of the appeal is known in enough time for the next graduation.

## Deferring or leaving a course.

**I have started second year and experiencing a number of domestic problems and would like to defer my course and start second year next year instead, can I do this?**

You can suspend your studies but you would have to discuss this with your programme tutor and apply in writing to the registrar. Normally you can only suspend your studies for one academic year, suspending your studies for longer may be possible if you produce valid mitigating circumstances. To resume your studies you must apply again to join the programme as you did before the first year of your course.

**I am having a number of personal difficulties how can I permanently withdraw from the course am I on?**

You can withdraw from a course at anytime. You will be awarded any module credits you have accrued as a student before withdrawal. To withdraw the procedure would be to inform the programme tutor of your course and fill in the appropriate form which you can download from Oasis. More information about the process of withdrawal is available on is OASIS under the "important forms" section.

## Assessment and progression.

**I have looked at my marks on OASIS and notice that I have been given a MF8 for a coursework; do I have to redo the coursework?**

Assessment for most modules will consist of more than one unit of assessment each of these is weighted; for example an essay may make up 40% of the module mark and an exam the remaining 60%. To pass the module you must have at least an MF (marginal fail) in one of the units and have passed the other unit to give you an aggregate score of D9. If you receive an MF grade for a coursework unit but pass the module through the strength of the exam then you will not have to resit the coursework.

**.I had problems with a coursework and could not meet the deadline can I hand it in late?**

If you submit the coursework up to a week after the submission without any mitigating circumstances your coursework will be marked but the maximum grade you can receive is a D11. If you hand in your coursework later than one week after the deadline without mitigating circumstances it will not be marked and a NS (non submission) will be recorded.

**I have failed a module what happens now?**

If you fail a module in semester 1 with a CF or MF grade you are permitted to do the units you failed again in the same academic session in a reassessment period between March and June. If you fail a semester 1 module with grades of LA, CF or NS, you will sit these in August. If you fail a semester 2 module you will be offered reassessment in August. You will be informed by your school office officially that you have been offered reassessment and in what period you must complete this reassessment. Normally information about the reassessment for each module will appear on the portal under key resources during the reassessment period. The maximum grade you can achieve for a reassessment is a D.

**I have failed the reassessment for a module can I do this during the next academic year?**

To progress to the next stage on your course you should obtain 120 credits in your assessments, each module you sit counts as 15 credits. You are permitted to carry up to two 15 credit modules or one 30 credit module (straddles two semesters). The decision to allow you to carry modules is made by a "subject course board" which meets twice a year; in March for semester 1 and in June for semester 2. The course board will take into account other factors before allowing you to carry a module on to the next stage, for example any personal circumstances, the type of module you have failed or your grades for other modules.

**If I carry a module in the next academic year, do I have to pay for this myself?**

If you are permitted to redo a module in a subsequent academic year SAAS funding will not cover the cost of this module and you will have to pay for it yourself. To find out how much individual modules cost and how to pay for them you can contact [finance@abertay.ac.uk](mailto:finance@abertay.ac.uk)

**I have struggled this year and will be unable to complete my reassessments; can I repeat the whole year?**

A programme assessment board makes decisions about student progression, this body may permit a student to repeat the whole year or do several modules again in a part-time capacity under certain circumstances. You would have to talk this over with your academic tutor, year tutor or programme tutor as soon as you possibly can.

**I have just finished my honours year and have my grades but not my honours classification, an employer has asked what about my degree classification, how is the honours degree classification calculated?**

For example if you needed a upper second degree (2:1) your average grades for fourth year modules would have to come to a upper second score. For example if your module grades were B17, C13, B16, B 15, C14, B16, B17, and C13, you add up the numbers and divide by 8 giving you 15.12 which is rounded up to B16, so an Upper second. However, one criterion is that you must have at least 60 level 10 module credits at upper second or better and at least 90 level 10 module credits at lower second or better.